

POLICY STATEMENT 30 | CONSULTATION

Effective date of Implementation: 8 April 2014

Rationale:

Amendments to the Air Navigation (Overseas Territories) Order (AN(OT)O) and the introduction of the Overseas Territories Aviation Requirements (OTARs) require the co-operation and collaboration of the Directors of Civil Aviation (DCAs) and the Overseas Territories (OT) civil aviation industry. It is also essential that the regulatory framework is considered by as wide a cross-section of the industry as possible, with the widest possible knowledge of operations in the OTs, in order to ensure their relevance and effectiveness. In addition, the Objectives from the CAA require ASSI to consult widely with the OTs on the development of OTARs. ASSI also produces other material such as Policy Statements and Overseas Territories Aviation Circulars (OTACs), on which the views of DCAs and OT aviation industry are important to the development process.

The consultation process is designed to promote effective two-way communication, both internally and externally, in accordance with ASSI Board Resolution No 1 and ASSI's 'Value' of Inclusivity.

Finally, it is important that formal consultation processes are defined and clear to all to ensure maximum transparency.

Policy Statements:

Consultation will take place according to the document concerned as set out below.

1. AN(OT)O amendments and OTARs

- a) Under normal circumstances, these will be placed on the ASSI website for a period of 12 weeks and an email message sent to those registered to receive automatic notification for the subject area. Given the sensitive nature of their material, Aviation Security OTARs are not published on the website but are distributed by secure email. However, for minor editorial changes to OTARs and/or corrections or editorial changes that do not constitute a substantive revision of the document or those occasions when a more urgent action is required, this period may be shortened with the prior agreement of the DCAs.
- b) It is best practice for the means of compliance to gain input from all stakeholders and OTARs contain the level of technical detail required to accomplish this. However, if the sole reason for amending an OTAR is **only** to reflect changes to references as a result of amendments to the AN(OT)O (which has itself undergone consultation), that OTAR is normally exempt from consultation. Should an issue subsequently be identified by any party, ASSI will initiate an AN(OT)O and OTAR review.

2. Policy Statements

Except in the case of purely editorial amendments, the consultation period will be 4 weeks. DCAs will be sent copies of draft Policy Statements by email with a request for comment or agreement. The Policy & Rulemaking Manager will determine the mode of general consultation depending upon the scope, relevance and potential effects of the policy. The method may include any or all of the following:

- Policy Statement placed on the Exchange area of the ASSI website for DCAs and ASSI staff; or
- Policy Statement placed on the Exchange area of the ASSI website and emailed to OTAA and ASSI staff for added impact; or
- Policy Statement placed on the main web site – with email advice provided to all registered for notification for the subject area.

3. Other Documents

The Policy & Rulemaking Manager will determine the mode of consultation used for OTACs and, if necessary Procedures, dependent upon the scope, relevance and potential effects of the material and may include any or all of the following:

- Document placed on the Exchange area of the ASSI website for DCAs and ASSI staff; or
- Document placed on the Exchange area of the ASSI website and emailed to DCAs and ASSI staff for added impact; or
- Document placed on the main web site – with email advice provided to all registered for notification for the subject area; or
- Aviation Security documents of a sensitive nature will be distributed directly to the appropriate post-holders by secure email.

Alternatively, the process of consultation may include the use of conferences, workshops, road shows and the formation of specialist working groups. However, prior to publication the output from such fora will also be circulated to the relevant parties for final comment.

4. Record of Consultation

Comments will be accepted in any non-verbal form but are preferred by email. A comments log containing all comments (or a summary where several similar comments are received) and responses to consultation on AN(OT)O amendments, or new or revised OTARs will be published on the ASSI website. This log will include ASSI response to all comments received and an explanation of the action taken. A formal comments log will not be published for other documents but a summary record of comments will be retained by ASSI. There is no need to record a formal comments log for those documents which have been developed through working groups, seminars and conferences.

In some circumstances, a responder may wish to withdraw a previous comment. Should this be required, the individual should contact the ASSI Policy and Rulemaking Manager.